

Village Board of Trustees
 Regular Meeting
 July 5, 2023

MAYOR Matthew Traver CALLED THE MEETING TO ORDER AT 7:00 PM AND LED THE PLEDGE OF ALLEGIANCE

Roll Call	Trustee Boucher, Trustee Carpenter, Trustee Cutler, Trustee Williams
Absent	
Police	
Code	Dave Armando
Attorney	Matthew Fuller
Water	
Clerk	Janelle Rose
Public	Logan Ferguson, Kyle Cozzens, Nasrene Haj, Diane Eddy, Melanie Dickinson, Mike Dickinson, Jim Thatcher, Michael Girard.

THESE ARE NOT OFFICIALLY ADOPTED MINUTES AND ARE SUBJECT TO BOARD AND STAFF REVISIONS. ANY REVISIONS WILL APPEAR ON THE FOLLOWING MONTHS MINUTES AND WILL STATE SUCH APPROVAL OF SAID MINUTES.

MINUTES – June 5, 2023

A MOTION TO ACCEPT THE MONTHLY MINUTES WAS MADE BY:
 Trustee **Williams**, SECONDED BY Trustee **Carpenter**.

All Ayes. Motion Carried.

REPORTS – June 2023

A MOTION TO ACCEPT THE FOLLOWING MONTHLY REPORTS WAS MADE BY:
 Trustee **Williams**, SECONDED BY Trustee **Boucher**.

Clerk/Treasurer, Village Justice, Police Chief, Street, Water Department, Code Enforcement.

All Ayes. Motion Carried.

AUDIT OF BILLS

Accept the Audit of Monthly Bills
 MOTION BY Trustee **Boucher**, SECONDED BY Trustee **Cutler**.

All Ayes. Motion Carried.

General PBA	\$8,447.99
General Abstract #2	\$46,292.05
Water PBA	\$2,833.34
Water Fund Abstract #2	\$701.40

NEW BUSINESS

Resolution 1 of 2023-2024

AUTHORIZING SUBMISSION AND SUBSEQUENT ADMINISTRATION (IF AWARDED) OF AN APPLICATION FOR PUBLIC INFRASTRUCTURE FUNDING UNDER THE NYS COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AS PART OF THE 2023 CONSOLIDATED FUNDING APPLICATION

Motion by Trustee Williams
Seconded by Trustee Cutler
Date July 5, 2023

WHEREAS, federal and state grants are available under the Consolidated Funding Application (CFA) process administered by New York State to support local community and economic development activities which are undertaken by eligible municipalities; and

WHEREAS, the Village of Fort Edward is eligible to apply for such funding in the 2023 application round; including Program Year 2023 NYS Community Development Block Grant (CDBG) funding to be utilized for needed public infrastructure improvements; and

WHEREAS, the Village continues to implement priority water distribution improvement projects recommended under its Water Line Capital Plan created in 2009, including the replacement of nearly 9,000 linear feet of undersized and corroded water mains and dysfunctional hydrants to facilitate private residential and commercial investments and upgrade water quality and fire safety within neighborhoods targeted for revitalization; and

WHEREAS, the Village also periodically works with the Washington County Sewer District (WCSD) to undertake sewer main replacement and storm water separation projects in the same project areas as the above-referenced Water Line Capital Plan in order to replace all substandard public infrastructure at the same time and to maximize benefits to residents and local businesses, when feasible; and

WHEREAS, the Board of Trustees has determined that 2023 CDBG funding should be used to continue to support local infrastructure (water distribution, valves, and hydrants) in eligible lower income neighborhoods within the Village, and particularly the Cooper-Prospect-Grove Neighborhood within the Northeast Quadrant Project Area that is being targeted by the Village for extensive water infrastructure improvements, in conjunction with economic development, downtown, and neighborhood revitalization priorities recommended by the Village Master Plan and the Capital Region Economic Development Council Strategic Plan; and

WHEREAS, the CDBG Program and this proposal has been discussed and considered at a Public Hearing conducted by the Village Board of Trustees on July 5, 2023; now therefore

BE IT RESOLVED, the Mayor is authorized to sign and submit the FY 2023 NYS CDBG Application and any other forms, exhibits, and funding materials for consideration in the 2023 CFA process; and now therefore

BE IT FURTHER RESOLVED, the Mayor is hereby designated and authorized to act as the Certifying Officer on behalf of the Village for the purposes of undertaking and executing environmental review documents in accordance with NEPA and/or SEQRA with respect to the proposed CDBG funding application and

preparation of a Draft Environmental Review Record to be submitted with the Village's application by July 28, 2023; and now therefore

BE IT FURTHER RESOLVED, the Mayor is authorized to sign all agreements, certifications, and other documents required to complete the application and accept the CDBG award and administer the water infrastructure work that is proposed for this funding, if awarded.

This resolution shall take effect immediately.

**Resolution 2 of 2023-2024
Resignation of Part Time Crossing Guard**

Motion by Trustee
Seconded by Trustee
Date July 5, 2023

WHEREAS, Michael Girard was hired as a part- time crossing guard on December 2, 2019 by resolution number 23 of 2019-2020; and

WHEREAS, Michael Girard has submitted a letter of intent to retire effective June 26, 2023, and

NOW, THEREFORE BE IT RESOLVED, the board of Trustees does hereby accept the letter of intent to retire and thanks Mr. Girard for his service.

All ayes. Motion carried.

OTHER BUSINESS

- **DPW Truck quotes** – We received quotes for a new Ford F-350. The price of the truck is \$66,663.00 and does not come with a plow. Tom Wolfe is working on getting three quotes for a plow. Trius, Dejana and Woodward. The price is going to be around \$8-9 thousand. There is also a quote for a truck for the water department. A Ford F-250, both regular and extended cab. One has a plow, and one has a smaller body. Both are utility bodies. Tom said he is not against a covered body with the investment we have in tools and equipment. The board discussed with Tom the difference in getting diesel. The board will further discuss the truck for the water department at another meeting. The mayor thanked Tom Wolfe for working on this for us. A motion was made to authorize the purchase of the new truck by **Trustee Williams**, seconded by **Trustee Boucher**. The funds will be reimbursed by the CHIPS program.

All ayes. Motion carried.

- **Mullen Park** – Mayor Traver asked where we were with this project. He saw that the fence was down and ready for Services to start the project. Someone saw Services Unlimited at the park but did not start the project. They are behind as they are still currently at Murray Street courts in Glens Falls. A call to Derek will be made to get an update on when they should arrive at the park.
- **Fence Project** – Zarro Fence is the winning bidder. Ed will work out the logistics with Brian at Zarro. This business is owner operated so therefore they do not need prevailing wage. The mayor said he would like to pay for the fence directly rather than send Zarro a downpayment. Paying for the

materials up front, how is the best way to handle that? Possibly a drop ship to the plant. Find out how we can work that out. Maybe buy the fencing directly from the wholesaler and deliver it to Zarro. A motion to authorize payment of materials in the amount of **\$15,231.60** upfront was made by **Trustee Williams**, seconded by **Trustee Cutler**.
All ayes. Motion carried.

- **West Summit Street** – The mayor reviewed the offer from Mr. Mullen’s attorney. The offer came in at **\$5,000.00**. When the board agreed to sell the property, it was with Mr. Mullen’s original verbal offer while at a board meeting in the amount of **\$8,000.00**. Trustee Williams reminded the board that Mr. Mullen did say he was not going to be disturbing any trees on the property. Trustee Williams said he thinks the board should hold him to the \$8000. The attorney let the board know that they are in negotiation right now. The attorney will have to draw up the agreement for the board stating the counteroffer and provisions. A motion was made to allow the village attorney to add provisions on the offer/contract for no clear cutting and no banks would be disturbed with tree removal and amend the purchase price to **\$8,000.00** which was his verbal offer at the April 3rd, 2023, monthly meeting by **Trustee Cutler**, seconded by **Trustee Williams**.

All ayes. Motion carried.

- **Moreau Assessment.** – The village attorney provided a grievance for the taxes on the Moreau property owned by the village. The board of assessment review found that there were no changes to the property assessment therefore, the assessment stands as is. The village attorney told the board that they could challenge it. The mayor said that the attorney did some research and found that the Saratoga County water plant is the same as what we were. The possibility of the village getting their own appraiser and engineer could provide more force behind the grievance. Is there any way to get a general idea of the cost of doing this? The attorney stated that we are looking at approx. \$50-100 grand in appraisal costs. The mayor does not think we are in a position to make a decision to file right now. We can look at it for next year after looking at some numbers. We have 185-187 Fort Edward Road approx. 100 acres. 10 of which are wasteland. What DOH or DEC say, would that property be able to be developed and if so, the village could sell off the 90 acres that are good to a developer to offset some of the taxes, just a thought. The board decided to hold off on this until next year.

- **Annex** – Trustee Williams explained that Paul has a grant opportunity. I do not know the specifics, but it must be submitted by the 28th. It is a \$1,500.00 grant. Paul has a chartered librarian to work with him to create an archive so the \$1,500.00 will be used towards that. He wants to talk to Jim about how to get more funding. He has been asking where we are, but I think we are nowhere. The town and Village will pay for the survey, but the school will lay out what the actual property will look like. Some ideas of what they want the parcel to look like, so we need a survey. Trustee Williams stated that if the attorney is discussing the survey with them, we are thinking the property should start where the old McCrea Street started. In talking with Paul, that would make the most sense. Paul is looking at the original plot of land and where it started at the beginning of McCrea Street. The mayor doesn’t know why they would want anything south of the driveway. They can keep the parking lot and the garage. With it being an archive location, there is really no need for parking. Janelle explained to the board that he also wanted to get into the Annex for a grant to make the bathroom handicap accessible. Paul needs to take pictures of the room and location as it stands currently for the grant application. He wants to know who will let him in. The mayor said that the school can let him in. Janelle will let Paul know he can contact the school to get in.

- **Historic Fort Edward**– RFQ’s went out a few months back to 25 different companies. The firms who responded were reviewed by the board and scored. KSPE was tied all members, CT Male was second on most of them and MJ Engineering was third for all of them, so it looks like the choice is KSPE. A motion was made to award the qualifications and authorize KSPE to be the engineer for the Historic Fort Edward project and to authorize the mayor to sign a contract was made by **Trustee Williams**, seconded by **Trustee Carpenter**.

All ayes. Motion carried.

- **John Huggins – Glens Falls Hospital** – John is here to talk about some things regarding grants. Having a complete streets project and policy will up the percentage of the funds awarded. John explained that the village needs some policy work. Policies that the village adopts will allow access to funding. One of the policies is a complete streets policy. What can we do to make it safer in Fort Edward? 2022 was the deadliest year for accidents. There is also a safe routes to school policy. What can we do to make it safer for our children, bike riders, runners, walkers? Is it simply putting in crosswalks? New sidewalks? Trustee Boucher explained that there are about 500 yards of no sidewalk on Burgoyne Avenue. Business brings in people, people don't bring in business. That is what Glens Falls did. They beautified the buildings, and it brought people in. It is also landscaping, flower boxes, lights, everything to make it appealing and safe for our community. What are we doing to make it safer? Mayor Traver asked if John could help with the grant writing. John explained that it is part of his job and yes, he would be assisting the village with this grant. Trustee Williams said the grant to extend the empire trail is spurred by a grant from John. John sits at the train station and counts the people that walk by. John said, "That is my two cents." The mayor said they would look at the policies and see what we've done to meet that policy or what we haven't done. The complete streets policy may have been around the time of the Rte. 4 project but not sure.

Public Comment

Nasrene Haj
116 East Street

How does policy get drafted? Is there a timetable? Pete Williams said the most recent policies they have worked on are the police policies in which it is derived by citizens input. Writing the policies themselves comes from the department heads and legal counsel. Usually takes a while to get a policy in and approved, probably a few months. Trustee Williams said for something like what John is talking about and we form a committee with board members and citizens and interested parties and go through it section by section, meet weekly, come up with a draft and then submit it for public approval. Then discuss it at a board level and when everyone agrees, it becomes a policy.

Nasrene asked John Huggins if he had an update on the sign at the train station. It was supposed to be two-sided. Also, the arrow pointing on the sign at the yacht basin is pointing the wrong direction. Trustee Williams said it can always be moved. John Huggins said there is a lot of input going into the signs. The grant will pay for the installation of the signs.

Public Comment

Logan Ferguson
34 Seminary Street

Logan introduced himself and explained that he was a little frustrated that the road had not yet been fixed from the water break. The water break occurred in front of his house which is also at an intersection of Seminary and Underwood Street. When I came to the clerk, I was told that it would be June. Also, there are people parking on the corner of the intersection. Logan has a truck and trailer and it's difficult to take the turn with the road torn up and the car parked on the corner. A member of the board will investigate the parking regulations in our V&T laws and if there is no parking, some signs will be put up. The mayor explained that we are waiting on the contractor to do a project for some of our streets to be paved at the end of this month. The company we hired is also doing the park courts. Trustee Cutler got his name and number and will follow up with the DPW to see when the road will be fixed and will be in touch. Seminary Street is on the list of streets to be repaired.

- **Kayak Launch at Yacht Basin** – Nasrene asked for a follow up on the kayak launch. She looked for the minutes from the previous meeting and didn't see them online. The mayor said he saw Steve Davie's comment about the church. Did he get approval from the church? My question is, is it going to straight back to the church? Does it have to cross the sidewalk to go up to the church? Where the church comes into play is not even the sidewalk, it's the actual water. The mayor asked if they own all the way to the water in a diagonal. The own on the water. The launch would be on Canal Corp property. Erin originally said that it couldn't go at that end and now she is saying it can be there. How are we going to fit a ramp there to be ADA compliant? That is a drop down. The original drawing showed a ramp sloping down. We certainly must get the ok from Army Corp engineers. For a handicap pitch, the water level to be 21-36 inches above the height of the dock. That is a 4-5 ft drop. I totally agree that we want it on this side of the river but how much ramp are we going to need to get it to ADA compatible? The quotes were all 20-24 ft ramps. The chart says you need 60ft to get the pitch for the ramp. Can the dock protrude or extend out past the wall? [discussion of the placement of the launch with a diagram being drawn by the mayor] Candock ADK's COO Morgan Hamilton talked with the mayor, and he asked Morgan to come to a site visit to the yacht basin to give us an idea of what needs to be done to be ADA compatible. Nasrene said when she talked to Erin, her suggestion is let's get it all done and ready to go for May next year, so we are not starting the conversation again next spring. The mayor said let's start to see if we can get Heather Hamilton here to look. They are local. [room discussion about how to get the information regarding how the water levels are throughout the summer.] Trustee Williams said that information could come from the canal corp. Nasrene explained that there is only \$24k in kind which does not include installation. The mayor doesn't want the liability of our guys trying to install that. We need to have that contracted.

Janelle was asked by the mayor to contact Heather Hamilton at Candock ADK for a site visit to the basin to see what is needed to install the launch. The grant did not include installation and permits are still needed. The launch is ADA compatible however for the launch to be installed at the south end of the wall, a ramp extension may be needed in which that was not included in the quote nor is the installation and any excavation that needs to be done to prepare the location for installation. The mayor also mentioned that the only other place he thought of was behind the pool house on the island, however having it in that location defeats the purpose.

Trustee Boucher said before we go any further, this project originally belonged to you guys. Nasrene responded by saying, no it didn't belong to us we just applied for it on behalf of the village. The village seems to be taking over a big role in this. The money issue of maybe more, maybe not more. To help businesses, we only have a few businesses. Nasrene said it is not for businesses. Trustee Boucher said who's it for then? Trustee Williams said this is water under the dam. We decided to do this as a board. Trustee Boucher said it's a lot of additional cost. Nasrene explained that she was happy to apply for this grant and do it for free. Nasrene explained that all the proposals included that at that location has already been proposed as handicap accessible. The in-kind piece was like \$15000. That was going to be the town and village splitting the remainder. The mayor said they committed to half, like \$7000. Trustee Boucher said the bottom line has fluctuated and it's unknown what the final cost is going to be. Trustee Boucher doesn't like to spend the taxpayer's money. We need to figure out what the cost is. The grant states the amount of the project and I think we can all agree that if it is \$100, we won't do it. The mayor said we just need to get Candock here and see what we are dealing with and when looking at it, include installation as well but I don't want that on our DPW and have something go wrong. It must be done by a contractor. It doesn't look like it's crazy, but they may have to dig into the side of the river. That might be a little costly. We may not have to do that if the design is different for the ramp. Mike Dickinson said we need to keep an open mind on how to move forward. There are 7 locations along the Erie and have a committee to get it done. The mayor said he appreciated all they are doing to get this accomplished, however the speed of government is not fast. In the days of old, you just said yes, let's do it. We cannot do that to the village now. There are many out there turning their heads with procurement. We won't put our neck on the line by doing something stupid like that.

The mayor asked the DPW to clean the message board at the yacht basin. It looks good.

Public Comment

Kyle Cozzens

Evergreen Bicycle Works – Train Station

Kyle has a lot of interest in the community. I am a part of Promote Fort Edward. I would like to follow up on some yacht basin stuff. We have a list of things we want the village to help with. Kyle was asking for an update on the list that was sent to the clerk's office about some housekeeping items. Trustee Cutler walked down there to look. He instructed them to fill in the holes that keep getting washed away from the water. Something is undermining it. Kyle mentioned that lodging or lack thereof is a problem. He has been down at the yacht basin and taking his poker with him to pick up trash. There are green trash cans down there at the parking lot but not in the yacht basin. The bathhouse needs attention. The light sensor in the men's room isn't working properly and there are no outdoor lights working. He noticed that the picnic tables need to be cleaned up and repainted. Kyle did say if there weren't any extra hands from the DPW that their group could possibly clean and paint them if the paint and supplies were provided. The board agreed to have the group go ahead and clean up the tables. The mayor also talked to them about getting the sweeper out. There is no reason why on Thursday morning they can do it from the top of the hill down to Argyle Street. From a community standpoint, there is a huge potential for the Empire State Trail for people to come into our community and spend money here. Anything that can be done along the trail to make it look fresh would go a long way. The Empire State Trail is huge for a community. One big thing that is a hurdle to keeping people here is lodging. A lot of these riders are camping along the way. I heard that there is no camping in the village, but I did not see anything in the village code. As they are touring through, it would be nice if they could tent overnight. If we can keep them here, they will spend money here. They are staying in Whitehall and Schuylerville. Trustee Williams is pretty sure there is a law in the village code for no camping. We have a history a lot of communities don't have. I am pretty sure it is there. The mayor said the marketplace has had harvest hosts in the past and if there is anything to do for the bikers along those similar lines. It is huge for this trail as it is going to keep growing. The number at the underpass was 15000 riders. Mike Dickinson has some bike racks and would like to have them installed at the market. Jeff or Chris from the DPW can assist in getting those installed. Trustee Cutler will go over and have Mike show him where he would like them. The village attorney stated that Glens Falls caters to riders. They have bed and breakfast locations to support tourism and lodging. Kyle said there are people using the Empire State trail and coming from everywhere! Trustee Cutler said the picnic tables can be power washed and repainted. The mayor thought about budgeting out different benches and tables.

- **Cooper, Prospect and Grove Streets** – Dave Cutler explained that due to the halt on the water project, these streets will have a tack coat put on them and it will stick better. If they can skim it, it will help the rough roads. We are going to be using some of the POP money, Pave-NY and EWR.
- **Bike Trail Study** – Trustee Williams informed the board that there would be an engineering study on the trail from Argyle Street to Notre Dame Street. They did a public information session at the market last Thursday. They along with Erin and GGFT They had about 15 people stop by to talk to them about the project itself and they got some good input. They have both options, whether to have the bike trail go along the old towpath itself which brings you over the aqueduct, the arch bridge or if they install a new bridge across the actual floor of the old canal across Bond Creek. So, they got some good information on that. There should be a report soon and as soon as we have the report and accept it we can start looking for funding for the project itself.

- **CHPE** – Trustee Carpenter let the board know that the testing is complete on Rogers Island, and nothing was disturbed.

- **ARPA funds** – Trustee Cutler asked if they could get an update on what is left for ARPA funds for the next meeting.

A motion to executive session to discuss the upper quadrant project and the PWEA contract negotiations was made by **Trustee Carpenter**, seconded by **Trustee Williams** at 9:10 pm.

All ayes. Motion Carried.

Respectfully Submitted,

Janelle M. Rose, Clerk-Treasurer
July 5, 2023